

30 July 1966

MEMORANDUM FOR: Director of Personnel

SUBJECT : Letter of Resignation of [REDACTED]

STAT

REFERENCE : Memo dtd 29 July 1966 to ExDir-Compt fr
A-D/Pers, same subj

1. Paragraph 4 of referent memorandum should prevent a similar incident in the future. I assume that the "briefing" which you propose to give the responsible individual upon her return to duty will be appropriate to the omission.

2. I realize that only the unusual or flap cases come to my attention. I also realize that this was an unusual case since one would normally have expected [REDACTED] who is in the building every day, to choose some other way to notify us of his resignation. My real concern is that in too many cases we do not seem to have our antennae high enough to recognize the unusual and to do something about it immediately.

3. I am sure we handle the routine quite well. However, this is not good enough in this Agency where we should pride ourselves on alertness, flexibility, and responsiveness to the unusual as well as the routine.

/s/ L. K. White

L. K. White
Executive Director-Comptroller

cc: Deputy Director for Support

ExDir:LKW:jrf

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66-3355

29 JUL 1966

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Letter of Resignation of [REDACTED] STAT

1. This memorandum is for your information.
2. The letter in question was postmarked 22 July 1966 and was picked up from the letter box and delivered to Contract Personnel Division 26 July 1966. The individual immediately responsible for the administration of the consultant program commenced her period of annual leave this date and this office, therefore, is unable to determine her specific reasons for the delay in proper notification. Her secretary indicates, however, that she had been instructed to hold the resignation for the attention of the Chief, Contract Personnel Division who is on annual leave until August 1.
3. The omission was apparently due to a mistake in judgment by the individual of primary responsibility in her failure to bring the matter to the attention of the Acting Chief of the Division and the Director of Personnel.
4. Corrective action has been taken by instructions to responsible Division personnel requiring any consultant resignation be brought immediately to the attention of the Chief, Contract Personnel Division or anyone acting on his behalf. The individual responsible for the present omission will also be accordingly briefed upon her return to duty.

[REDACTED]

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Acting Director of Personnel